



**Indiana Criminal Justice Institute  
Youth Division  
Juvenile Accountability Block Grant  
Request for Proposals  
December 28, 2012**



Request for Proposals (RFP)

**2013 Juvenile Accountability Block Grant Program**

CFDA # 16.523

Proposal Deadline: 11:59 p.m. on **January 25, 2013**

Project Dates: April 1, 2013 to March 31, 2014

Applicants must register in E-Grants at [www.in.gov/cji](http://www.in.gov/cji) no later than **January 18, 2013**

**Late or incomplete applications will not be accepted.**

***Program requirements are absolute and cannot be waived.***

**I. Introduction and Purpose of Grant**

The Indiana Criminal Justice Institute is soliciting proposals for funding through the Juvenile Accountability Block Grant (JABG) Program to assist state and units of local government in promoting greater accountability in the juvenile justice system. The Office of Juvenile Justice and Delinquency Prevention (OJJDP), one of five program bureaus in the Office of Justice Programs (OJP), U.S. Department of Justice, administers the JABG program. As envisioned by Congress, the goal of the JABG program is to reduce juvenile offending through supporting accountability-based programs that focus on offenders and state and local juvenile justice systems. Accountability means an assurance of facing individualized consequences through which juveniles are made aware of and held responsible for the loss, damage, or injury that the victim experiences. Accountability is best achieved through a system of graduated sanctions imposed according to the nature and severity of the offense, moving from limited interventions to more restrictive actions if the offender continues delinquent activities. For the juvenile justice system, strengthening the system requires an increased capacity to develop youth competence, to efficiently track juveniles through the system, and to provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system. **All proposals must fall under one (1) of the following Purpose Areas:**

- ❖ Information Sharing
- ❖ Accountability
- ❖ Risk & Needs Assessment, Mental Health, &/or Substance Abuse Screening and Treatment
- ❖ School Safety
- ❖ Restorative Justice
- ❖ Juvenile Courts & Probation

Specific details regarding purpose areas can be found in the *2013 JABG Grant Proposal Guidebook*.

**\*\*Note\*\*** The Office of Juvenile Justice and Delinquency Prevention (OJJDP) has determined that tours of adult jails and correctional facilities, which are components of many “Scared Straight” type programs, are violations of the Jail Removal mandate of the JJDP Act, even if participation is a voluntary diversion from court involvement. No program which conducts, supports, or otherwise participates in the practice of taking juveniles on tours of secure adult correctional facilities, or tactics such as those used in “scared straight” type programs regardless of the source of funding for the activity, will be funded by the Indiana Criminal Justice Institute. Applicants should NOT include such a component in any program.

## **II. Eligibility**

State agencies, units of local government, and units of tribal governments are eligible to apply for JABG Program funds. A local unit of government is defined as a city, county, town, township, or other general purpose political subdivision of a state. A city or county must be a legal applicant and recipient on behalf of city and county departments.

**\*\*Please remember that this is a competitive process. Neither the invitation to submit a full application nor the use of ICJI staff for technical assistance implies that an applicant will receive a grant award. Continuation funding is not guaranteed from year to year. All awards are contingent upon availability of funds.**

Note: All applicant agencies who receive current funding from any Division of the Indiana Criminal Justice Institute **must** be current on all reports related to such funding. Delinquent reports will disqualify an Applicant Agency from consideration for funding through any grant program through ICJI.

## **III. Evidence-Based Programs**

The Indiana Criminal Justice Institute is committed to the collection and analysis of sound and relevant criminal justice data. All funding priorities should be directed to successful programs and those utilizing best practices in the criminal justice community. It is important to move toward evidence-based programs within the criminal justice community and focus funding on programs that work and produce results. Applicants seeking to expand or extend an existing project must be able to demonstrate progress and success in what has been done through the life of the project. ICJI recommends programs review the following best practices for JABG priority area programs and implement or consider these during program design, evaluation and implementation. Applicants are encouraged to refer to the evidence based programs available on OJJDP’s Model Programs Guide website at <http://www.ojjdp.gov/mpg/>. Programs are also encouraged to focus on continuous improvement of the program evaluation. Please reference the 2013 JABG Grant Guidebook for specific information about Evidence-Based Programs.

**All Federal subgrantee programs are required to be evidenced-based/model programs. The source of the evidenced-based program/model program must be documented in the project narrative section of the application.**

#### IV. Purpose Areas

- 1) **Information Sharing:** Establishing and maintaining interagency information-sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts.
- 2) **Accountability Programs:** Establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies.
- 3) **Risk and Needs Assessment:** Establishing and maintaining programs to conduct risk and needs assessments of juvenile offenders that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment, and substance abuse testing and treatment to such offenders.
- 4) **School Safety:** Establishing and maintaining accountability-based programs that are designed to enhance school safety.
- 5) **Restorative Justice:** Establishing and maintaining restorative justice programs.
- 6) **Juvenile Courts and Probation:** Establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism

#### V. Performance Measures

Each Purpose Area has corresponding performance measures for Federal Data Collection Technical Assistance Tool (DCTAT) reporting purposes. Applicants must choose only one Purpose Area and the corresponding performance measure.

- All performance measures are mandatory and must be reported unless stated otherwise.
- Choose one additional performance measure that is not bolded for reporting purposes.

These measures will define the data the applicant must track for the grant and will be required to report the data to ICJI quarterly and to DCTAT annually. The goals and objectives of the project should align with these performance measures.

#### VI. Application Registration and Deadlines

EGrants is an electronic grant management system and a solution for the administration of grants. Everything from the grant application, reporting and fiscal draw downs will occur online within EGrants in 2013. To access Egrants, applicants must first register as a user for their applicant agency. Registration for Egrants is a three step process. In the Egrants system, agencies must have specific individuals registered to be assigned as the contact for application. If you, your agency or the individual who will complete the application has not registered in Egrants, you need to do so by visiting <http://egrants.in.gov> and clicking on "Register." Agencies will need to visit the website below in order to view a webinar on the registration process. Once you have reviewed the webinar, you will need to submit the registration form to obtain access to the Egrants system.

Webinar website <http://www.in.gov/cji/> (click on Egrants registration process)

Registration form: [http://www.in.gov/cji/files/1Agency\\_Registration\\_Form.pdf](http://www.in.gov/cji/files/1Agency_Registration_Form.pdf)

Agencies must be fully registered in the Egrants system no later than **January 18, 2013** to allow time for processing registrations and for access roles to be defined. Processing delays and system errors can occur and registration could take several days for first time registrants. Failure to register by January 18, 2013 will prevent applicants from obtaining proper access to the system prior to the grant application due date. ICJI recommends that you register and become familiar with the system as early as possible to prevent delays in submitting application. ICJI is not responsible for applicants who fail to submit a timely application due to technical difficulties that occur within 24 hours of the deadline. Applications must be submitted through E-Grants no later than 11:59 p.m. **on January 25, 2013**. Applications can not be submitted after that date and time. Once an application is submitted, you will not be able to edit any portions of the application. Once the above steps have been completed and you are ready to apply for a grant.

**\*\*For technical assistance with submitting an application, contact the Egrants Help Desk at [CJIHelpDesk@cji.in.gov](mailto:CJIHelpDesk@cji.in.gov) or by calling ICJI at 317-232-1233.**

## **VII. DUNS Number**

All applicants must include a Data Universal Numbering System (“DUNS”) number in their Egrants application. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard of identifying and keeping track of entities receiving Federal funds and to validate address and point of contact information for federal assistance applicants. Obtaining a DUNS number is a free, simple, on-time activity. To obtain a DUNS number online, go to <http://www.dnb.com> or call Dun & Bradstreet at 1-866-705-5711.

## **VIII. CCR**

In addition to the DUNS number requirement, OJP now require that all applicants for federal financial assistance maintain current registration in the CCR database. This includes all grantees of the Indiana Criminal Justice Institute. The CCR database is a repository for standard information about federal financial assistance for applicants, recipients, and grantees. Organization that have previously submitted applications via Grants.gov are already registered with CCR. Please note, however, that applicants must update or renew their CCR registration once a year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov). For assistance please contact the CCR Help Desk.

## **IX. How to Apply/Submitting an application through Egrants**

1. Applications for JABG funding must be submitted through the newly adopted Electronic Grant system (Egrants) at <http://egrants.cji.in.gov> by **11:59 p.m. on January 25, 2013**. Log onto Egrants using the User ID and Password that was set up during the registration phase. On the Main Menu screen, click the “Funding Opportunities” link and then click the appropriate funding opportunity link.
2. The applicant shall submit all data as requested and required within the application form. Each required field must be completed before the application can be submitted.

3. Certified Assurances: This component of the application requires the Authorized Official to attest to the contents of the application are true and accurate and to certify that the Applicant Agency and all involved will comply with all conditions of the grant program as stated and/or referenced in this RFP. By clicking on the “agree” button, represents the legal the applications.
4. Once all application components are “Marked as Complete”, please review the application by clicking the “Preview” button. You may print a copy of the application from the preview screen. Once you feel the application is ready for submission, click the “Submit” button. A confirmation screen will appear which may be printed for your records. The individual selected as the Primary Contact on the Main Summary page will receive a confirmation email that the application has been submitted.

## **X. Late Applications**

Late applications or applications submitted through any means other than Egrants will not be scored or considered for funding.

## **XI. Match**

JABG requires that Federal funds may not exceed 90 percent of the total program costs. Therefore, the unit of local government must contribute a ten percent (10%) cash match of the total program cost. The total program cost is made up of the federal amount and the cash match. Remember to identify the source of the match in the budget narrative. Specifics of the match (amount and source) must be clearly identified on both the Program Budget and the Budget narrative. If a successful applicant's proposed match exceeds the required match amount, the match amount that is incorporated into its approved budget is mandatory and subject to audit. (Match is restricted to the same uses of funds as is allowed for federal funds). All match funds must be expended within the grant period. Please reference the **2013 JABG Grant Proposal Guidebook** for instructions on calculating the required match amount.

## **XII. Funding Period**

The funding period for 2013 JABG programs is April 1, 2013 through March 31, 2014. Programs should begin on April 1, 2013 and must be in operation no later than 60 days after April 1, 2013. Failure to have the funded project operational within 90 days from April 1, 2013 will result in the cancellation of the grant and the de-obligation of all awarded funds (per the OJP Financial Guide). Projects must conclude no later than March 31, 2014. Funding obligations must be made **prior** to March 31, 2014, program income must be spent, all outstanding expenses must be paid and the Final Financial Report filed with ICJI within no more than **45** days from March 31, 2014. Project periods may be extended beyond the current end date subject to federal approval of an ICJI request. The extension period will not be known until after the project starts, so applicants should plan to expend requested funds during the specified timeframe above. Due to the significant reduction in federal funds, applicants should also anticipate that continuation/additional funding will not be available, or will be available at a significantly reduced level.

### **XIII. Annual A-133 Audit Requirement**

If your agency received less than \$500,000.00 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. However, agencies receiving \$500,000.00 a year or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited. All A-133 audits must be submitted to ICJI not later than 9 months after the end of the agency fiscal year.

### **XIV. Supplanting**

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

### **XV. Ineligible Costs and Activities**

**Ineligible Costs and Activities include, but are not limited to the following:**

1. Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Check with the Indiana Department of Administration at [http://www.in.gov/idoa/files/travel\\_policy.pdf](http://www.in.gov/idoa/files/travel_policy.pdf).
2. Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.
3. Lobbying
4. Construction or renovation cost.
5. First Class Travel.
6. Funds may not be used to supplant existing state or local criminal or juvenile justice funds.
7. Federal funds can not be used to purchase food or beverages for conferences, meetings, and events. Please refer to the *Food and Beverages Policy for Grants and Cooperative Agreements* from the Office of Justice Programs: <http://www.ojp.usdoj.gov/funding/pdfs/foodandbeverage.pdf>

### **XVI. Activities and Budget Items Requiring Special Pre-Approval**

#### **A. Conference Costs**

Any planned and approved conferences or trainings must abide by the Office of Justice Programs policy on conference cost, including related expenses for lodging and transportation for planned conferences. Costs for conferences cannot include any items listed above as ineligible activities and budget items. Visit <http://www.ojp.gov/funding/confcost.htm> for the most updated and current information.

#### **B. Contracts and Consultants**

When a grantee contracts for work or services, the following is required:

1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the contract period.
2. A copy of all written contracts for contractual or consultant services shall be attached in Egrants to the grant file upon approval.
3. Payments shall be supported by statements outlining the services rendered and supporting the period covered.
4. Any contractor costs exceeding those allowable by the OJP Financial guide (maximum of \$56.00 per hour or \$450.00 per day) must be approved by ICJI and OJJDP prior to the start of the grant. Applicants must provide an explanation and documentation of any costs exceeding the allowable rates.

## **XVII. Contract and Application Requirements**

**All funded applicants from the Indiana Criminal Justice Institute must agree to:**

1. Enter into a Memorandum of Agreement between the Indiana Criminal Justice Institute and the applicant agency and agree to abide by all provisions of the Memorandum of Agreement.
2. Enter into agreement to abide by all Special Conditions detailed in the Indiana Criminal Justice Institute Certified Assurances and Special Conditions.
3. Comply with federal guidelines contained in the OMB Circulars found at <http://www.whitehouse.gov/omb/circulars> and the OJP Financial Guide found at <http://www.ojp.usdoj.gov/financialguide/index.htm>
4. Submit performance data, performance reports, and financial reports in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute.
5. Applicants must submit quarterly performance measures as listed in the Special Conditions provided upon approval of the application.
6. Report on the funding received to be in compliance with the Federal Funding Accountability Transparency Act (FFATA). All grantees receiving federal funds must begin reporting on the grant-funded activities if they receive \$25,000.00 or more in federal funds per grant. You are required to provide your DUNS number, award amount and date, project description and location of the funded work, on the form provided in your grant award packet from ICJI. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov). As a sub-recipient of federal funding you are required to report to the ICJI on the funding you receive to be in compliance with the Federal Funding Accountability Transparency Act. This information will be posted by ICJI to [www.usaspending.gov](http://www.usaspending.gov). Before completing the attached form, you must: 1) Determine your Congressional District Number(s), 2) Obtain a DUNS number, and 3) Register/renew your Central Contractor Registration (CCR). The registration process for CCR and Duns can take several weeks, so please plan accordingly.



## XVIII. Special Requirements

Special Requirements will be stated in the Certified Assurances and Special Conditions and Memorandum of Agreement. Specific performance measures will be required according to individual program objectives.

- Each applicant must submit two (2) letters of support with their proposal.
- All grantees wishing to apply for JABG Grant funding **must participate in the mandatory webinar or** the application **will not** be considered for funding. Applicants will receive important information about ICJI's funding priorities for 2013 and directions for completing and managing applications through the Egrants system. The webinar will be held on **Wednesday January 9, 2013 from 10:00 a.m. to 12:00 p.m.**
- OJJDP requires applicants to provide a list of members of the Local Juvenile Crime Enforcement Coalition (JCEC) for reducing juvenile crime. In order to develop a sound plan, a needs analysis of the local juvenile justice system should be conducted. This analysis helps to determine the most effective reducing juvenile delinquency, improving the juvenile justice system, and increasing accountability for juvenile offenders. Applicants may use and are encouraged to utilize existing planning groups provided that those membership requirements are met. Membership shall include representation from, if appropriate: police department (State, City, and/or Town); Sheriff's Department; Prosecutor's office, Juvenile Court Judge; Probation Department; Community Corrections/Detention; educational agency; Business; and non profit, non-governmental victim advocacy or a non-profit religious or community groups. Applicants will need to submit an Advisory Group

## XIX. Selection Process

The Youth Division staff of the Indiana Criminal Justice Institute will conduct an initial screening of the proposal to check for completeness of the application. The Youth Division staff will then review each proposal and score the proposal using the following scale:

|  |         |
|--|---------|
| Executive Summary                            | 5 pts   |
| Program Narrative and Needs Assessment       | 20 pts  |
| Goals, Objectives and Performance Indicators | 20 pts  |
| Implementation Plan                          | 10 pts  |
| Sustainability/Future Funding Plans          | 5 pts   |
| Evaluation and Internal Assessment           | 15 pts  |
| Audit Requirements                           | 5 pts   |
| Budget                                       | 5 pts   |
| Match  | 5 pts   |
| Budget Narrative                             | 5 pts   |
| Required Attachments                         | 5 pts   |
| Total  | 100 pts |

In evaluating each application, the following will be considered:

- Demonstration of need including geographic location, other programs available, local demographics, local statistics, etc;
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal(s) and objectives;
- Overall description of the intended use of the grant and local match funds;



- Demonstration that JABG funds will not be used to supplant state and local funds;
- Demonstration of the Applicant Agency has met the local match requirements and has identified the source of the local match;
- Demonstration that the Applicant Agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- Overall quality of the application.

An average score is determined from each reviewer's results, based on the criteria set forth here.

**Applications that score less than 75 will not be funded.** Please reference the Grant Scoring Rubric for additional items that will be considered when scoring each proposal.

The Youth Subcommittee of the Board of Trustees considers recommendations from the Indiana Criminal Justice Institute Executive Staff, Youth Division Staff, and the Juvenile Justice State Advisory Group, along with information from applicants and makes recommendations to the Indiana Criminal Justice Institute Board of Trustees. The Indiana Criminal Justice Institute Board of Trustees considers recommendations of the Youth Subcommittee to arrive at a final approval, deferral, or denial of each application.

## **XX. Required Attachments**

1. **Project Agency's Organizational Chart** – All applicants are required to submit an organizational chart for the Project Agency (the agency that will be implementing the program).
2. **Job Description(s) and Resume(s)** – applicants requesting funds for personnel must submit a job description for each requested position.
3. **Letters of Support** – ALL applicants must include at least two letters of support. Letters of support must be current and cannot be from a proposed contractor or individual currently employed with the legal agency or implementing agency. Letters of support should be obtained from individuals familiar with the applicant and their history of providing quality services similar to those for which funds are being requested. Letters of Support are required at the time of the submission of the proposal.
4. **Memorandum(s) of Understanding** – If the applicant is proposing to partner with other agencies, a Memorandum of Understanding (MOU) outlining each agency's involvement must be submitted on letter head, dated and signed by all parties involved.

## **XXI. Award Notification**

Applicants will be notified of the Youth Division Sub-committee funding recommendations prior to the Board of Trustees Meeting. Awarded applicants will be notified electronically within 72 hours of the ICJI Board of Trustees meeting. Grant Agreements will be sent out within two weeks of the ICJI Board of Trustees meeting. The Grant agreement and Award Letter, with original signatures, must be returned to ICJI as per enclosed instructions. Applicants may also be required to submit a revised budget upon request from the Program Manager.

## **XXII. Monitoring**

All programs that receive funding will be monitored by the Youth Division staff using a combination of desk reviews and site visits. Additionally, the Grant Manager will routinely review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed, which may include change requests.

**Contact Information:**

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